Sort manually by using drag and drop

You can change the order within the categories by moving the cells with the category values in the results of the pivot table. The dragged cell is inserted above the cell on which you drop it.

Be aware that in Calc, a cell must be selected, it is not enough that the cursor is in the cell. The background of a selected cell is marked with a different color. To mark a single cell do one of the following:

- Click, then *Shift*+click the cell.
- Press the mouse button, drag a range across two cells, do not release the mouse button, and then drag back to the first cell. Release the mouse button. You can now move the individual cell by drag and drop.

To select several cells, mark one cell with no extra key pressed, then press the *Shift* or *Ctrl* key while clicking in other cells.

Sort automatically

To sort automatically, right-click within the pivot table and choose **Properties**. This will open the Pivot Table Layout dialog (Figure 247). Double-click the row or column field you want to sort. In the Data Field dialog which opens (Figure 258), click **Options** to display the Data Field Options dialog (Figure 264).

For *Sort by*, choose either **Ascending**, **Descending**, or **Manual**. If the selected field is the field for which the dialog was opened, the items are sorted by name. If a data field was selected, the items are sorted by the resultant value of the selected data field. **Ascending** sorts the values from the lowest value to the highest value. Similarly **Descending** sorts the values descending from the highest value to the lowest value. **Manual** sorts values alphabetically.

Drilling (showing details)

Use drilling to show the related detailed data for a single, compressed value in the pivot table result. This facility is available only if you selected the **Enable drill to details** option on the Pivot Table Layout dialog.

To activate a drill, double-click on the cell or choose **Data > Group and Outline > Show Details**. There are two possibilities:

- The active cell is a row or column field. In this case, drill means an additional breakdown into the categories of another field. For example, double-click on the cell with the value Golf. In this instance the values that are aggregated within Golf can be subdivided using another field.

Sum - Sales Value	Region				
Category	East	North	South	West	Total Result
Golf	$41,971	$18,741	$56,257	$39,245	$156,214
Sailing	$22,484	$22,468	$44,801	$20,099	$109,852
Tennis	$35,966	$34,533	$34,258	$37,942	$142,699
Total Result	$100,421	$75,742	$135,316	$97,286	$408,765

Figure 283: Before the drill down for Golf

The Show Detail dialog appears allowing you to select the field to use for further subdivision. In this example, **Employee**.